

## Name:

**Event:**

Date:

**Please identify currency used and list items claimed (inc. train, parking etc):**

£

*If claiming mileage - No. of miles:	0 x mileage rate: 45p
Total Claimed	£ (or currency used)
Address (if different from previous claim):	eMail Address: Telephone No.:
Bank Details (if different from previous claim):	
Account No:	Sort Code (UK only) :
Name of Account:	
IBAN No (for foreign payments):	
Swift Code (for foreign payments):	
Bank Address (for foreign payments):	
Any routing instructions (for foreign payments):	
Signed:	
We can accept forms emailed from your registered email address and do not need a signature in this case.	

### \* Mileage Expense Guidelines

People with disabilities and those carrying heavy meeting equipment are exempt from this policy.

All travel should be at the cheapest available ticket price by pre-booking wherever possible.

Any air travel must be by the cheapest available ticket price and should always be pre-authorised by the Chief Executive or Meetings Manager in advance.